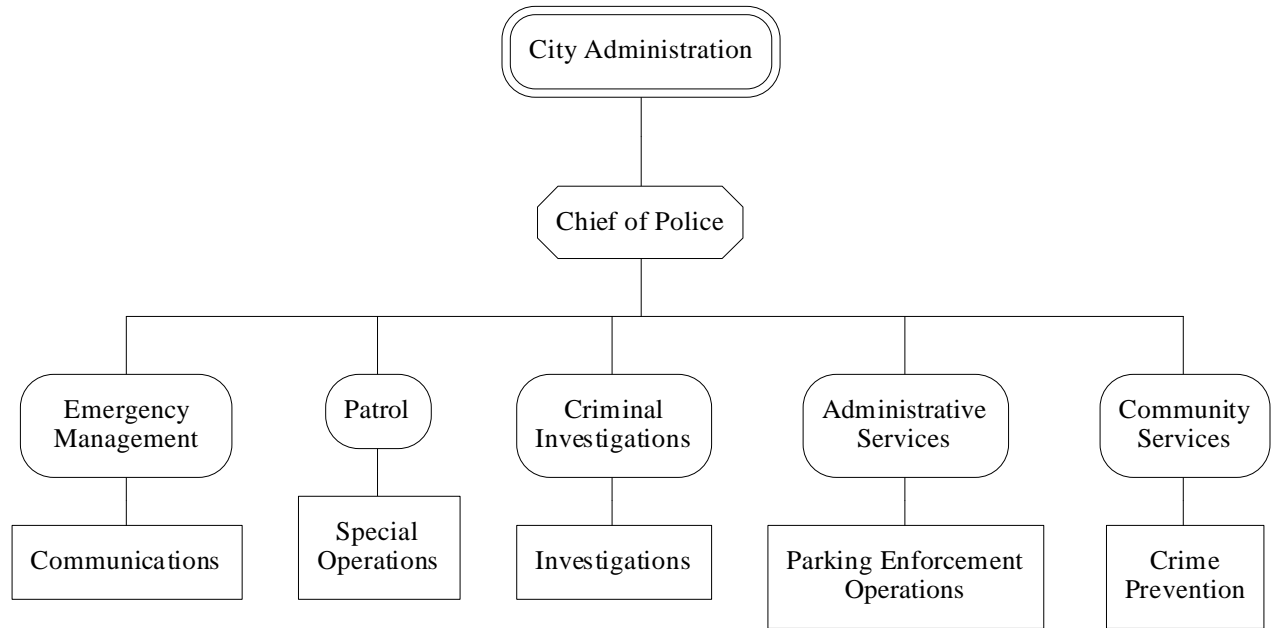


# CITY OF ANNAPOLIS

## Police Department

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## Police Department

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### Fund Support:

General Fund

### Description:

The Annapolis Police Department, one of the oldest law enforcement agencies in the State of Maryland, was founded on June 17, 1867 and has been in continuous service ever since. Its primary mission is to preserve the quality of life in Annapolis by ensuring the community's livability, safety and security. The Patrol Section of the Operations Division provides continuous 24-hour patrol of city streets and answers calls for service from citizens. The Special Operations Section provides traffic control, K-9 service, summer marine patrol of the harbor, bicycle patrol, and houses the Neighborhood Enforcement Team. The Criminal Investigations Division is composed of the Major Crimes Section, the Vice and Narcotics

Section, the Asset Forfeiture Unit, the Crime Lab and Liquor Inspection Unit. The Administrative Services Division is responsible for recruiting, selecting, hiring and training sworn and civilian personnel, budgeting and purchasing, statistical crime analysis, Uniform Crime Reporting and D.A.R.E., central records, property and evidence and fleet and building maintenance. The Division also houses the Parking Operations Unit which is responsible for enforcement of parking regulations and meter collection throughout the City. The Community Services Section disseminates information to the media, oversees the Block Watch program, and provides advice on crime prevention to community associations. The Emergency Management Office oversees radio dispatch, information systems management and disaster planning. The Staff Inspections Unit is responsible for periodic inspections of all departmental functions and for the accreditation process.

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Police	\$10,307,370	\$11,394,030	\$12,847,620	12.76%
Parking Operations	416,640	513,170	425,560	-17.07%
<b>Department Total</b>	<b>\$10,724,010</b>	<b>\$11,907,200</b>	<b>\$13,273,180</b>	<b>11.47%</b>

## Police Department Staffing Summary

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	<i>FY 2002 Actual</i>		<i>FY 2003 Estimated</i>		<i>FY 2004 Proposed</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Police - Civilian	29	0	29	0	29	0
Police - Uniformed	128	0	127	0	127	0
Parking Operations	12	0	13	0	13	0
<b>Department Total</b>	<b>169</b>	<b>0</b>	<b>169</b>	<b>0</b>	<b>169</b>	<b>0</b>

### Staffing Summary By Position - FY 2004 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Police:</i>		<i>continued</i>	
Office Associate III . . . . .	2	Police Communications Operator II . . . . .	3
Office Associate IV . . . . .	1	Police Communications Operator . . . . .	9
Police Records Specialist . . . . .	4	Police Records Coordinator . . . . .	1
Administrative Office Associate . . . . .	1	Police Property Supervisor . . . . .	1
Purchasing Clerk . . . . .	1	Police Planning Analyst . . . . .	1
Community Services Specialist . . . . .	1	Police Identification Specialist . . . . .	2
Director of Emergency Management . . . . .	1	Automotive Technician . . . . .	1
Police Chief . . . . .	1	Warrant Control Clerk . . . . .	1
Police Major . . . . .	1		
Police Captain . . . . .	4	<i>Parking Operations:</i>	
Police Lieutenant . . . . .	7	Director of Parking and Traffic . . . . .	1
Police Sergeant . . . . .	14	Parking Enforcement Officer I . . . . .	9
Police Corporal . . . . .	15	Parking Enforcement Officer II . . . . .	1
Police Officer 1/C . . . . .	50	Meter Collector/Auto Maintenance II . . . . .	1
Police Officer . . . . .	34	Meter Collector/Auto Maintenance I . . . . .	1

## Police Department

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Police Department

General Fund

### Services:

- The Patrol Division provides primary response to crime scenes, accidents, and calls for service. It handles the most preliminary investigations, but may follow a case to its conclusion. Patrol officers provide both routine patrol and preventive patrol to protect lives and property of citizens. They handle arrests, traffic control and enforcement and numerous order-maintenance activities such as domestic disputes, landlord-tenant complaints, and management-customer disputes. The Section has implemented a community-oriented policing program wherein officers are assigned to posts for a minimum period of twelve months. This is intended to better serve the citizens of Annapolis by familiarizing officers with neighborhood problems and concerns and better acquainting the officers and the citizens they serve.
- The Traffic Unit is responsible for selective enforcement of traffic laws, investigation of major accidents, traffic control and influencing public awareness of traffic safety.
- The Canine Unit is composed of three handler/canine teams. Their function is to provide a highly mobile, specially trained canine support to line patrol units. These teams are used to detect, locate, and apprehend criminal offenders who attempt to elude arrest, and to promote a positive image to the general public through demonstrations and displays of the police canine team.
- The Marine Unit provides a police presence on the waterways surrounding Annapolis in order to safeguard lives and property of boaters.
- It is the mission of the Administrative Services Division to recruit and train the individuals who will best suit the needs of the Department in service delivery to the community and to provide support services to all units of the Department. The Division includes the Central Records Section which is responsible for the maintenance, storage and disposition of

criminal and offense records; the Property Section and Evidence Section which handles all evidence and found property and ,uniform, equipment and supply issuance , the Building and Fleet Maintenance Section which is responsible for fleet and facilities maintenance and a provide support services to the Police Department and the public. The Division is comprised of the Communications Section, which is responsible for all radio, telephone, and other communications services, to include maintenance and repair. The Office of Emergency Management oversees the Communications Section which is responsible for all radio, telephone and dispatching services and the Information Systems Unit, which is responsible for providing computer support and repair to the entire Police Department. The Office is also responsible for emergency preparedness.

### Goals:

The mission of the Annapolis Police Department is to preserve and advance the quality of life in Annapolis by ensuring the community's livability, safety and security and the planning for response to disasters. The Department is committed to providing the highest standards of police service through adherence to the values of honesty, integrity and the respect of human dignity to all.

The organizational goals of the Annapolis Police Department are to:

- Maintain professionalism in every facet of our operations and maintaining only the highest levels of personal integrity.
- Preserve democracy and freedom by protecting the constitutional rights of all.
- Develop and actively build a strong community partnership to help with the identification and solution of neighborhood problems.
- Establish a mutual trust within the community through honest deeds and actions.

## Police Department

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- Motivate people to take a proactive approach to improving their quality of life.

### **Objectives:**

- To deploy officers so that response time to emergency calls is kept to 3.5 minutes or less.
- To provide a minimum of 280 hours of foot patrol per month by members of patrol assigned to units other than foot patrol.
- Provide maximum coverage of all shifts.
- Enhance officer/community cooperation through officer participation in community meetings and activities.
- Enhance police presence in high crime areas through the assignment of NET officers.
- Impact upon illegal drug activity in problem areas through proactive efforts and referrals.
- Impact upon quality of life/nuisance crimes in neighborhoods, and the Historic District.
- Reduce reportable accidents by 5%.
- Respond effectively to community traffic safety concerns.
- Increase citations written by 3% in order to maintain traffic safety.

- Answer incoming 911 calls within ten seconds.
- Maintain Department fleet at 96% operational readiness.

### **Accomplishments:**

- Trained 1,009 citizens about crime prevention and drug awareness.
- Garnered more than \$500,000 in grant money targeting specific crime areas or issues.
- Provided tactical support for 47 special events.
- Enlisted an active Auxiliary Police Force and Volunteer Program that donated more than 565 volunteer service hours.
- Trained 15 new Neighborhood Watch Block Captains.
- Conducted 369 child safety seat inspections.
- Provided 4,920 hours of training to Departmental employees, sworn and non-sworn.
- Continued the initiative to provide outreach to the Hispanic community in crime prevention and victim's services.

## Police Department

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### Performance Indicators:

	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Estimated</i>	<i>FY 2004</i> <i>Goal</i>
Average response time to scene of "911" calls (minutes) . . . . .	3	3.5	3.5
Number of hours of foot patrol performed by Patrol . . . . .	3,336	3,336	3,360
Number of community meetings or activities attended . . . . .	60	60	60
Number of drug arrests made by narcotics unit . . . . .	107	125	140
Number of reportable accidents . . . . .	461	577	651
Number of citations written . . . . .	673	927	520
Average time (in seconds) to answer 911 system . . . . .	5	10	10
Percentage of vehicles available . . . . .	95	96	96
Number of requests from Patrol responded to by Canine Unit . . . . .	2,264	1,378	1,378

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Estimated</i>	<i>FY 2004</i> <i>Proposed</i>	<i>Percent</i> <i>Change</i>
Personnel	\$9,486,880	\$10,591,770	\$12,045,360	13.72%
Other Operating Expenditures	802,790	802,260	802,260	0.00%
Capital Outlays	17,700	0	0	N/A
<b>Total Expenditures</b>	<b>\$10,307,370</b>	<b>\$11,394,030</b>	<b>\$12,847,620</b>	<b>12.76%</b>

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division **POLICE**

Fund and Division # \_\_\_\_\_

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$338,940.00	Desk-top supplies, postage, printing, ammunition, film, photo processing supplies, clothing, dry cleaning, fuel, lubricants.
Telephone 7210	\$43,500.00	Local and long distance telephone calls.
Electricity 7220	\$52,500.00	Energy for Police Headquarters Building.
Education and Travel 7310	\$47,100.00	Training courses for sworn and civilian personnel, travel expenses, annual member publications and conferences, membership dues to various organizations.
Repair and Maintenance 7720	\$191,720.00	Range, cell block, building and grounds maintenance, police radio service contract, computer-aid dispatch and records management software updates and service, communications system maintenance, miscellaneous repairs and service to business machines, police bicycles, polygraph, etc.
Special Projects 7920	\$27,500.00	Undercover drug purchases, informant fund, DNA testing of physiological evidence, educational material and supplies for Drug Abuse Education Program. Towing fees for vehicles seized in drug arrests.
Leases 7930	\$53,600.00	Copier leases, rental cars for use by detectives, leases fee for Maryland State Department of Public Safety for MILES/NCIC system, cellular telephone air time, pager leases, postage meter lease, miscellaneous software leases.
Contract Services 7990	\$47,400.00	Fourth of July law enforcement assistance from outside agencies, accreditation activities.

Total \$802,260.00

**Parking Operations**

**Description:**

Regulate on-street parking spaces, enforce municipal parking code and collect parking fines and fees.

Maintain and service parking meters.

**Services:**

- Patrol metered spaces in the downtown area.
- Patrol and enforce residential parking restrictions.
- Collect parking meter revenue.

**Goals:**

- Enforce all municipal parking codes.
- Safeguard municipal receipts.

**Objectives:**

- Patrol each residential and metered space in accordance with code.

**Accomplishments:**

- Issued 31,783 parking citations.

<i><b>Budget Summary</b></i>	<i><b>FY 2002 Actual</b></i>	<i><b>FY 2003 Estimated</b></i>	<i><b>FY 2004 Proposed</b></i>	<i><b>Percent Change</b></i>
Personnel	\$397,740	\$485,630	\$398,020	-18.04%
Other Operating Expenditures	18,900	27,540	27,540	0.00%
<b>Total Expenditures</b>	<b>\$416,640</b>	<b>\$513,170</b>	<b>\$425,560</b>	<b>-17.07%</b>



**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division **PARKING**

Fund and Division # \_\_\_\_\_

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$19,540.00	Printing of forms, parking fee envelopes, ticket books, receipt books, postage, sign stakes, chalk, notepads, clothing, dry cleaning costs, fuel, motor oil, other lubricants.
Telephone 7210		
Electricity 7220		
Education and Travel 7310		
Repair and Maintenance 7720	\$8,000.00	Parts and repairs to parking meters, service, repairs and parts for Parking Enforcement and Meter vehicles.
Special Projects 7920		
Leases 7930		
Contract Services 7990		

Total \$27,540.00